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0.	Role of Board and Members (Powers, Purposes, Duties)	9000	B
	A. Limits of Authority	9010	B
	B. Legal Responsibilities of Boards of Education	9012	B
	C. Public Statements	9020	B
1.	Organization	9100	B
	A. Number of Member; Terms of Office	9110	B
	B. Officers and Auxiliary Personnel	9120	B
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	(2) Vice Chairperson	9122	B
	(3) Secretary of the Board	9123	B
	(4) Attorney	9125	B
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	C. Committees	9130	B
	(1) Standing Committees	9131	B
	(2) Guidelines for Adhoc Committees	9132	B
	D. Board Representatives	9140	B
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	B. New Board Member Orientation	9230	B
	C. School Board Conferences, Conventions and Workshops	9240	B
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	F. Conflict of Interest	9270	B
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3.	Methods of Operation	9300	B
	A. Development, Distribution and Maintenance of Manual of Policies, Regulations, Bylaws	9310	B
	(1) Policies	9311	B
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	B. Meetings	9320	B
	(1) Time, Place, Notification of Meetings	9321	B
	(2) Work Sessions	9321.1	B
	(3) Public and Executive Sessions	9322	B
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	(a) Quorum	9325.1	B
	(b) Order of Business	9325.2	B
	(c) Parliamentary Procedures	9325.3	B
(6)	Minutes/Recording/Broadcasting	9326	B
C.	Board/School District Records/Documents FOIA	9330	B
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4. Review			
A.	Policy Review	9401	B
B.	Facilities Review	9402	B

August 10, 2021

Colchester Public Schools

9000

BYLAWS OF THE BOARD

ROLE OF THE BOARD AND MEMBER (POWERS, PURPOSES, DUTIES)

The Board of Education is the governing body of the school district and derives its power and exists under the constitution and General Statutes of the State of Connecticut and the procedures of the Connecticut State Board of Education.

Legal Reference: Connecticut General Statutes

1-I 8a Definitions.
10-186 Duties of local and regional boards of education. Hearing. Appeal.
10-220 Duties of boards of education.
10-221 Boards of education to prescribe rules.
10-240 Control of schools.
10-241 Powers of school districts.

NSC

Bylaw adopted by the Board: November 18, 1997
Bylaw revised: June 4, 2019

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Colchester Public Schools

9010

BYLAWS OF THE BOARD

LIMITS OF AUTHORITY

The Board of Education is the unit of authority. Apart from their function as part of the unit, Board members have no individual authority. Individually the Board member may not commit the district to any policy, act or expenditure. The Board member is prohibited from doing business with the school district and from having an interest in any contract with the school district in general. The Board member does not represent a factional segment of the community, but is rather a part of the body which represents and acts for the community as whole.

No individual member of the Board, by virtue of holding office, shall exercise any administrative responsibility with respect to the schools, nor as an individual command the services of any school employee.

Legal Reference: Connecticut General Statutes
10-220 Duties of boards of education.
10-232 Restrictions on employment of members of the board of education.

NSC

Bylaw adopted by the Board: November 18, 1997
Bylaw revised: June 4, 2019

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Colchester Public Schools

9012

BYLAWS OF THE BOARD

LEGAL RESPONSIBILITIES OF BOARD OF EDUCATION

The Board of Education shall have authority to take all action necessary or advisable to meet its responsibilities under state statute and Town Charter including but not limited to the following:

1. To annually establish, with the Superintendent of Schools, educational priorities for the school district.
2. Create, abolish, modify and maintain such positions, schools, divisions and classifications as may be necessary for the efficient administration of the educational enterprise.
3. To elect a Superintendent of Schools in accordance with state statutes.
4. To consider and adopt an annual budget, prepared by the Superintendent of Schools.
5. To determine the number, classification, duties and remuneration of employees.
6. To establish policy for employment, promotion and dismissal of personnel in accordance with state statutes.
7. To provide for the appraisal of the performance of personnel.
8. To initiate and approve the acquisition and disposition of school sites and to initiate and approve plans for school buildings.
9. To consider any specific recommendations made by the Superintendent of Schools.
10. To keep the citizenry informed of purposes, values, conditions and needs of public education in the Town.
11. To consider, revise and adopt any changes in the curriculum.
12. To take any other actions required or permitted by law.
13. To make reasonable provision to implement the educational interests of the State, as defined by law, so that
    (a) each child shall have for the period prescribed in the General Statutes equal opportunity to receive a suitable program of educational experiences;
    (b) the school district shall finance at a reasonable level an educational program designed to achieve this end;

(c) the school district shall provide educational opportunities for its students to interact with students and teachers from other racial, ethnic and economic backgrounds;

(d) the mandates in the General Statutes pertaining to education within the jurisdiction of the State Board of Education shall be implemented.

14. To maintain a safe school setting and shall, in accordance with the statutes, maintain records of allegations, investigations, and reports that a child has been abused or neglected by a school employee, as defined in C.G.S. 53a-65)

Legal Reference: Connecticut General Statutes
53a-65 Definitions
10-220 Duties of boards of education. (as amended by PA 11-93)

Bylaw adopted by the Board: November 18, 1997
Bylaw revised: August 13, 2019

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Colchester Public Schools

9020

BYLAWS OF THE BOARD

PUBLIC STATEMENTS

The Chair of the Board of Education and the Superintendent of Schools shall be the only authorized spokespeople for the Board of Education.

No other member of the Board of Education shall issue statements, news releases, or other information purporting to represent the views of the Board of Education without clearance from the Chair.

Communication will be a concurrent responsibility of the Board of Education and the Superintendent of Schools. The Superintendent of Schools will work with the members of the Board of Education to conduct an active and comprehensive program throughout the school district and community for the prompt dissemination of information about decisions made at all Board meetings.

(cf. 1160 - Responsibilities of the Board of Education, re news of Board of Education meetings and activities.

NSC

Bylaw adopted by the Board: November 18, 1997
Bylaw revised: June 4, 2019

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Colchester Public Schools

9100

BYLAWS OF THE BOARD

ORGANIZATION

The Board of Education shall conduct its organizational meeting at its first meeting following Board elections. Such meeting shall be conducted in accordance with Policy 9321: Time, Place, Notification of Meetings.

NSC

Bylaw adopted by the Board: November 18, 1997
Bylaw revised: January 8, 2013
Bylaw revised: October 15, 2019

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Colchester Public Schools

9110

BYLAWS OF THE BOARD

NUMBER OF MEMBERS, TERMS OF OFFICE, OATH OF OFFICE

The Board of Education shall consist of seven members. Each term of office shall be for four years.

Members shall take office on the second Monday following the date of the election. Before entering upon their official duties, members of the Board of Education shall take an oath of office before the town clerk or his/her designee.

Legal Reference: Code of the Town of Colchester Connecticut/Charter
§ C-1503 Commencement of terms of elected officials.

NSC

Bylaw adopted by the Board: November 18, 1997
Bylaw revised: April 13, 2010
Bylaw revised: June 4, 2019

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Colchester Public Schools

9120

BYLAWS OF THE BOARD

OFFICERS AND AUXILIARY PERSONNEL

OFFICERS

1. The Board shall, not later than one month after the date on which newly elected members take office, elect from its own members a Chair**,** a Vice-Chair, and a Secretary.
2. Officers shall hold their respective offices for two years, and until their successors are duly elected.
3. Should a vacancy arise in an office of the Board during the term of a Board officer's service, the members of the Board (including, if applicable, the member vacating a Board office) shall elect a successor to fill the office until the next regular election for Board officers.
4. The votes of each member cast in such election shall be reduced to writing and made available for public inspection within forty-eight hours, excluding Saturday, Sunday, or legal holidays, and shall also be recorded in the minutes of such meeting at which taken, which minutes shall be available for inspection at all reasonable times.

Legal Reference:

Connecticut General Statutes

10-218 Officers. Meetings.

Bylaw adopted by the Board: November 18, 1997
Bylaw revised: August 13, 2019

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Colchester Public Schools

9121

BYLAWS OF THE BOARD

CHAIR

The Chair shall have the following duties and responsibilities:

I. Preside at all meetings of the Board of Education, and perform all duties imposed by Connecticut General Statute 10-218 and those prescribed by policies, rules and regulations.
2. Call special meetings as deemed necessary or upon receiving a written request by one-third of the members of the Board.
3. Appoint members to the committees as provided for in these bylaws of the Board of Education. (cf. 9130, 9132, 9133 - re committees)
4. Approve agenda as prepared by the Superintendent of Schools.
5. Serve as an ex-officio member of all committees.
6. Keep the Vice-Chair duly informed on all pertinent matters in case of absence of the Chair.
7. Act as a resource to the Superintendent on decisions which may require further input between Board meetings.
8. Perform other responsibilities as directed by the Board of Education or imposed by state statutes.

The Chair's right to vote at board meetings shall not be affected by his/her duties as presiding officer. The Chair's signature shall be an alternate signature on all legal documents requiring the signature of the secretary.

(cf. 9100 - Organization)
(cf. 9120 - Officers/Auxiliary Personnel)
Legal Reference: Connecticut General Statutes 10-18 Officers. Meetings

NSC
Bylaw adopted by the Board: November 18, 1997
Bylaw revised: June 4, 2019

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Colchester Public Schools

9122

BYLAWS OF THE BOARD

VICE-CHAIR

The Vice-Chair of the Board of Education shall serve in the absence of the Chair, and in the performance of this service shall exercise all powers of the Chair.

The Vice-Chair cannot fill vacancies required to be filled by the Chair and does not serve as an ex-officio member of committees. The Vice-Chair will work with the Chair and Superintendent to become generally informed of Board business. In the Chair's absence, the Vice-Chair will act as a resource to the Superintendent on decisions which may require input between Board meetings.

Bylaw adopted by the Board: November 18, 1997
Bylaw revised: June 4, 2019

NSC

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Colchester Public Schools

9123

BYLAWS OF THE BOARD

SECRETARY OF THE BOARD

A member of the Colchester Board of Education shall be elected Secretary and shall perform the duties assigned by law and the Board.

The Secretary of the Board of Education shall be responsible for maintaining accurate records of all the proceedings of the Board and for the preservation of reports of committees and communications addressed to the Board, reports of the Chair, and reports of the Superintendent. The Secretary is also required to submit a written report of the Board's activities to the annual town meeting, which report is published in the annual town report.

The Board of Education may prescribe additional duties for the Secretary.

Legal Reference: Connecticut General Statutes

10-218 Officer. Meetings.
10-221 Salaries of secretary and attendance officers.
10-224 Duties of Secretary

Bylaw adopted by the Board: November 18, 1997
Bylaw revised: October 15, 2019

NSC

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Colchester Public Schools

9125

BYLAWS OF THE BOARD

ATTORNEY

The attorney of the Colchester Board of Education shall be the legal advisor of the Board and its officers in questions related to their official duties. The Board of Education may appoint, either on a full-time or retainer basis, an attorney or attorneys to serve as its school attorney. The primary function of the attorney is to provide professional legal counsel and representation for the Board and Superintendent.

The attorney shall:

1. Represent the Board of Education in legal proceedings.
2. Give his/her written opinion on all legal questions referred to him/her by the Board of Education or the Superintendent.
3. Attend Board of Education meetings, conferences and other meetings as requested by the Board, Superintendent, Board Chairperson or Board committee.
4. Fulfill such other legal duties as the Board of Education may assign.

The performance of the school attorney(s) shall be subject to evaluation by the Board of Education and the Superintendent.

Bylaw adopted by the Board: November 18, 1997
Bylaw revised: June 4, 2019

NSC

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Colchester Public Schools

9126

BYLAWS OF THE BOARD

TREASURER

The town treasurer serves as treasurer of the Board of Education. The town treasurer shall:

1. Sign all warrants drawn in settlement of obligations ordered by the Board.
2. Perform all duties imposed by the statutes.

NSC

Bylaw adopted by the Board: November 18, 1997
Bylaw revised: June 4, 2019

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Colchester Public Schools

9127

BYLAWS OF THE BOARD

AUDITOR

The auditor shall conduct an annual audit examination in accordance with generally accepted auditing standards. The audit shall include all funds over which the Board of Education has control.

The auditor shall also perform such other related services as may be required by the Board of Education.

Bylaw adopted by the Board: November 18, 1997
Bylaw revised: June 4, 2019

NSC

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Colchester Public Schools

9130

BYLAWS OF THE BOARD

COMMITTEES

Members of the Board of Education may indicate their first, second, and third choices of committee assignments. After discussion, appointments will be made by the Board Chair at the next regular meeting.

Committees appointed by the Board shall advise the Board of Education, but cannot determine policy.

The Board Chair shall be an ex-officio member of each committee.

Bylaw adopted by the Board: November 18, 1997
Bylaw revised: June 4, 2019

NSC

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Colchester Public Schools

9131

BYLAWS OF THE BOARD

STANDING COMMITTEES

The Chair of the Board of Education may, with the approval of the majority vote of the Board, create standing committees as deemed necessary. Committee members shall select their own chair and secretary.

As deemed necessary, the Board of Education may establish standing committees from among its membership to make recommendations for Board action. The following rules will govern the appointment and function of such committees which shall:

1. Be established through action of the Board of Education;
2. Have their members appointed by the Board Chair;
3. Be informed in writing at the time of committee formation of committee purpose, functions, and duties;
4. Make recommendations for Board action, but it may not act for the Board except in those instances where authority to act has been specifically delegated to the committee by the Board;
5. Can be dissolved at any time by a vote of the Board.

The Board Chair shall be ex-officio members of all standing committees.

The standing committees and their primary responsibilities shall be as follows:

Budget Finance Committee

- Participate in town budget hearings with Board of Finance.
- Have member act as liaison to Board of Finance.
- Provide ongoing monitor/review of current year's budget and expenses.
- Review financial analyses and recommendations, as needed, for Board decisions.
- Provide representation on business related town committees (i.e., purchasing, insurance).
- Review policies related to series 3000 business.

Personnel Committee

- Develop BOE orientation, workshop, development activities, and BOE evaluation process.
- Review Superintendent evaluation, objectives, contract.
- Evaluate, review, and forward new positions and position descriptions to the full BOE for consideration.

Policy Committee

- Develop and review new policies/regulations consistent with policies of the Board of Education.
- Review policies to ensure consistency with federal and state laws.
- Recommend areas for which Board of Education should consider adopting policies.

The list of responsibilities is intended to provide a sampling or framework of responsibilities for which each committee is held accountable. Additional responsibilities will be assigned by the Board Chair, as needed.

Bylaw adopted by the Board: November 18, 1997
Bylaw revised: August 13, 2019

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Colchester Public Schools

9132

BYLAWS OF THE BOARD

GUIDELINES OF ADHOC COMMITTEES

The Chair of the Board of Education shall identify the need for an adhoc committee. An adhoc committee shall be convened to accomplish a specific task and typically will be a short-term, non-permanent body.

The Board of Education as a result of a two-thirds vote shall establish the committee charge, duties and membership. The Chair of the Board of Education shall be an ex officio member of the committee. The Board of Education shall determine the specific task required and duties of the committee and a general timeline at the time of appointment.

Committee members shall select their own chairman. The Chair of the Board of Education shall fill any vacancies.

The committee shall be considered dissolved when its written final report has been made to the Board of Education. The committee shall act in an advisory capacity only. Its recommendations shall be presented to the Board but are not considered binding.

Adhoc committees shall have access to the press only through the Superintendent of Schools and/or the chairperson of the committee.

The Committee may determine:

- how it wants to organize itself.
- how often to meet.
- what records to keep in addition to minutes of meetings.
- whether to have a subcommittee or study group.
- what information or additional participation it shall need and direct such requests to the Superintendent of School side signee.

Meetings should be held in accordance with state and federal regulations. Minutes shall be submitted to the Secretary of the Board and kept on file in the Superintendent's office and available during business hours.

Legal Reference: Connecticut General Statutes
1-7 through 1-21k Freedom of Information Act
1-18a Definitions
1-21 Meetings of government agencies to be public

Bylaw adopted by the Board: November 18, 1997
Bylaw revised: August 13, 2019
Bylaw revised: December 8, 2020

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Colchester Public Schools

9140

BYLAWS OF THE BOARD

BOARD REPRESENTATIVES

Appointments to Town Boards, Committees and/or Commissions

The Chairperson may appoint liaisons of the Board of Education to Town Boards, Committees, Commissions, or Organizations. Such appointments shall be for two years or until the discharge of the assigned function of said Board, Committee, Commission, or Organization.

Bylaw adopted by the Board: November 18, 1997
Revised: November 12, 2019

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Colchester Public Schools

9150

BYLAWS OF THE BOARD

BOARD CONSULTANTS

The Colchester Board of Education may from time to time engage qualified professional services. The kinds of assistance sought from consultants may include, but will not necessarily be limited to the following:

1. Conducting fact-finding studies, surveys, and research;
2. Providing counsel or services having special expertise;
3. Assisting the Board in developing policy and program recommendations.

Before engaging a consultant, the Board may require submission of a written proposal which can be incorporated into a contract or purchase order. Proposals will detail:

1. The specific objectives to be accomplished by the consultant;
2. The specific tasks to be performed;
3. The procedures to be used in carrying out the tasks;
4. The target dates for completion of tasks;
5. The method to be used to report results to the Board and/or to deliver any "product" (e.g., long-range plans, codified policy manual, etc.) to the Board; and
6. Costs.

(cf. 3320P: Town of Colchester/Board of Education Purchasing Policy)

NSC

Bylaw adopted by the Board: November 18, 1997
Bylaw revised: October 15, 2019

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Colchester Public Schools

9160

BYLAWS OF THE BOARD

STUDENT MEMBERS OF THE BOARD OF EDUCATION

The Board of Education recognizes the importance of maintaining open communications with all of its constituents, including the students that it serves. The Board also recognizes the need to hear students' opinions and students' concerns on a regular and ongoing basis on issues of mutual concern. Although students may not always agree with the decisions of the Board, they must feel assured that their voices are heard and concerns are considered.

To provide a direct line of communication between the Board and students, the Board of Education shall seat one student from the Bacon Academy Senior class and one student from the Bacon Academy Junior class to serve as non-voting Student Members to the Board of Education.

The responsibilities of each Student Member to the Board are as follows:

1. To review public Board meeting materials that are delivered to all members prior to all regular meetings;

2. To attend all open sessions of all regular meetings of the Board of Education (The Student Member shall neither attend nor participate in executive sessions, negotiation sessions, or other sessions for which the Board can exclude members of the public);

3. During such meetings, to contribute to the discussion of items of the agenda, as appropriate and as requested by Board members (Student Members may neither make motions nor vote on motions);

4. To communicate information and opinions from students in all schools to the Board and from the Board to those students;

5. Once a Board decision is made, to assist (as appropriate) in informing students about the decision and in its successful implementation in the schools; and

The responsibilities of the Board to each Student Member are as follows:

1. To meet with the Student Members and the advisor to the Student Council at the beginning of the school year to discuss responsibilities and participation;

2. To distribute public Board meeting packets and other information to each Student Member in the same manner as all Board members;

3. To permit the Senior Student Member to sit at the Board table with all members during public sessions; and

4. To allow the Student Member to participate in Board discussions in public session and to ask questions of those presenting to the Board, to the same extent as all members. The Student Member shall neither attend nor participate in executive sessions, negotiation sessions, or other sessions for which the Board can exclude members of the public.

Qualifications for Student Members

1. Membership in the Student Council; and

2. Eligibility for participation in co-curricular activities (eligibility requirements as set by the administration).

Selection Procedure for Student Members

1. The members of the Bacon Academy Student Council shall vote to elect the Student Member(s) from the Student Council no later than the end of the previous school year, in accordance with election procedures established by the Student Council.

2. One Student Member shall be from the Junior class and one shall be from the Senior class. Election shall be for a two-year term, and when the Student Member for the Junior class continues to serve the following year as the Student Member from the Senior Class, the Student Council shall elect only one Student

Member from the then-Sophomore class to serve the following year as the Junior class Student Member.

Recall / Removal

1. Any Student Member who is removed from the Student Council shall be automatically removed as a Student Member to the Board.

2. Student Member(s) may be also removed by an affirmative vote of 2/3 of the Board of Education.

3. In the event either Student Member misses more than two meetings of the Board of Education in one academic year (September through June), the Board Chair shall meet with such Student Member and discuss the circumstances surrounding such absences. Following this meeting, at the discretion of the Board Chair, the Board Chair may call for a vote to remove the Student Member due to poor attendance.

4. In the event of a recall or removal, another Student Council member from the same class as the departing Student Member shall be seated.

Bylaw adopted by the Board: November 18, 1997
Revised: September 13, 2011
Revised: November 12, 2019

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Colchester Public Schools

9200

BYLAWS OF THE BOARD

MEMBERS

Members

Board of Education authority as the duly constituted governing body of the school district can be translated into action only through motions adopted or passed at official meetings of the Board of Education or by Board of Education members acting with special responsibility delegated by the Board of Education. The Board of Education as a body exists only at Board of Education meetings, and members' authority exists only at Board of Education meetings or when discharging a Board of Education assignment.

Legal Reference: Connecticut General Statutes

10-220 Duties of Boards of Education
10-221 Boards of Education to prescribe rules

NSC

Bylaw adopted by the Board: November 18, 1997
Bylaw revised: October 15, 2019

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Bylaws of the Board

Filling Vacancies

Any vacancy occurring on the Board of Education shall be filled as soon as practical, by the appointment of a competent and qualified person for the unexpired portion of term. It is traditional, but not obligatory, that vacancies be filled by a person of the same political affiliation as the member creating the vacancy. The same political party as the departing member shall be asked for recommendations and the citizens of Colchester will be notified, by the Superintendent putting an announcement in the local papers, informing them of their right to nominate themselves. The nominees will also make themselves available for interviews at the meeting at which they are nominated. The final decision rests with the Board of Education when the vacancy will be filled by a majority vote of members present of the Board of Education and the action shall be recorded in the minutes of that meeting.

This appointee shall serve until the next regular election of the Board. At this election, the electors shall elect a successor to fill the unexpired term.

Legal Reference: Connecticut General Statutes

9-204 Minority representation on boards of education

10-219 Procedure for filling vacancy on board of education

10-156e Employees of boards of education permitted to serve as elected officials: exception

10-232 Restriction on employment of members of the board of education

Town of Colchester, Charter an Ordinances, July 1, 1995, 602 Section. The Board of Education, Succession and Vacancies

Bylaw adopted by the Board: November 18, 1997 COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Colchester Public Schools

9222

BYLAWS OF THE BOARD

RESIGNATION/REMOVAL FROM OFFICE/CENSURE

Removal from Office

Any officer of the Board may be removed from office by a two-thirds majority vote of the membership of the whole Board.

Resignation

If a Board member decides to terminate service, the Board requests as early as possible notification of intent to resign. When a member of a Board of Education shall cease to be a bonafide resident of the Town of Colchester, membership on the Board shall immediately cease.

Censure

The Board may vote to censure or reprimand a member by a two-thirds majority vote of membership of the whole Board.

(cf. 9120 - Officers and Auxiliary Personnel)
(cf. 9221 - Filling Vacancies)

NSC

Bylaw adopted by the Board: November 18, 1997
Bylaw revised: October 15, 2019

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Colchester Public Schools

9230

BYLAWS OF THE BOARD

ORIENTATION

Orientation of Board Members

The Board of Education and the administrative staff shall assist each new Board member-elect to become familiar with and to understand the Board of Education's functions, policies and procedures and operation of the school district before the member takes office. The following methods shall be employed:

1. The incoming member(s) shall be given selected materials on the function of the Board of Education and the school district.
2. The incoming member(s) shall be invited to attend Board meetings and functions and to participate in its discussions.
3. The Superintendent shall arrange a meeting of the Board, the Superintendent and the new member(s) with department heads and administrators for the purpose of answering questions and acquainting the member(s) with the district.
4. The incoming member(s) shall be provided with a copy of the Board 's policies and bylaws, administrative regulations and copies of pertinent materials developed by the State School Board Association, Board minutes for the past year and other helpful information explaining the Board's roles and responsibilities.
5. The Board Chairperson or designee shall arrange a meeting with new Board member(s) for the purpose of explaining and answering questions about Board processes and procedures.
6. The Board Chairperson may request a veteran Board member to mentor a new member.
7. The incoming member(s) may attend, at district expense, workshops for newly elected members as approved by the Board of Education.

Bylaw adopted by the Board: November 18, 1997
Revised: November 12, 2019

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Colchester Public Schools

9240

BYLAWS OF THE BOARD

BOARD MEMBER DEVELOPMENT

Board members may participate in opportunities for development that may include, but not be limited to, the following:

1. In-service activities planned by the Board and by the administration for staff members, as appropriate;
2. Participation in conferences, workshops and conventions held by state and national school boards associations and other educational organizations;
3. Subscriptions to publications addressing Board member concerns.

The Board of Education places a high priority on the importance of a planned and continuing program of in-service education for its members.

To control both the investment of time and funds necessary to implement this policy, the Board establishes these principles and procedures for its guidance:

1. The Board will decide which conferences, workshops, and conventions appear to be most likely to produce the greatest benefit to the Board and the district;
2. Funds for participation at such conferences, workshops, and conventions appear will be budgeted. The Board will designate which members would be most appropriate to participate at a given event;
3. If authorized to attend, the Board will pay for reasonable and necessary expenses actually incurred upon submitting documentation; and
4. Board members who participate will be requested to share, by means of written or oral reports, information, recommendations and materials acquired at the meeting.

NSC

Bylaw adopted by the Board: November 18, 1997
Bylaw revised: October 15, 2019

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Colchester Public Schools

9250

BYLAWS OF THE BOARD

REMUNERATION

Board of Education members shall receive no compensation for their services.

No member of the Board of Education shall be employed for compensation by the Board of Education of which he/she is a member in any position in the school system. If any member of the Board of Education is employed contrary to the provisions of this bylaw, the office to which he/she was elected or appointed shall become vacant. No provision of this bylaw shall be construed to prohibit any member of the Board of Education from serving as a member of any school building committee established by a town or regional school district to undertake a school building project.

Legal Reference: Connecticut General Statutes
10-225 Salaries of secretary and attendance, officers
10-232 Restrictions on employment of members of board of education

NSC

Bylaw adopted by the Board: November 18, 1997
Bylaw revised: October 15, 2019

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Colchester Public Schools

9260

BYLAWS OF THE BOARD

BOARD MEMBER PROTECTION

The Colchester Public Schools shall maintain adequate insurance to protect the district and its Board of Education against loss because of fife, damage to school property, loss to other property, or general liability resulting as a responsibility of the school district, and save harmless its Board and staff while acting in behalf of the school district.

Legal Reference: Connecticut General Statutes
10-235 Indemnification of teachers, board members and employees in damage suits; expenses of litigation.
10-236 Liability insurance.
10-236a Indemnification of educational personnel assaulted in the line of duty.

NSC

Bylaw adopted by the Board: November 18, 1997
Bylaw revised: October 15, 2019

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Colchester Public Schools

9270

BYLAWS OF THE BOARD

CONFLICT OF INTEREST

The Board desires its members not only to adhere to all laws regarding conflict of interest, but to be continually aware of situations which have the appearance of conflict of interest and to avoid actions that might embarrass themselves or the Board.

Two areas of Board operations must be guarded with particular care in order that there be no real or seeming conflict of interest. These are purchasing and hiring of new personnel. Therefore:

1. No member of the Board shall have any direct pecuniary interest in a contract with the school district, nor shall he/she furnish directly any labor, equipment, or supplies the district. It is not the intent of this bylaw to prevent the district from contracting with corporations or businesses because a Board member is an employee of the firm. However, in such instances the member may be expected to declare his/her association with the firm and will refrain from debating or voting on the question.

2. If a member of the immediate family of a board member-specifically parent/guardian, spouse, child or grandchild -- is being considered for employment, that member shall disqualify him/herself from participation in discussion or vote.

3. The Board shall not give preferential treatment to companies in which town officials or paid town employees, have a major financial interest or to companies by which they are employed.

4. No Board member shall use his or her position to influence an employment or contractual decision other than those routinely made by the Board itself.

Legal Reference: Connecticut General Statutes
7-479 Conflicts of Interest.

10-156e Employees of boards of education permitted to serve as elected officials; exception.
10-232 Restrictions on employment of members of the board of education.

NSC

Bylaw adopted by the Board: November 18, 1997
Bylaw revised: October 15, 2019

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Colchester Public Schools

BYLAW 9271

BYLAWS OF THE BOARD

CODE OF ETHICS

Code of Ethics

The success of every school system depends on an effective working relationship between the Board of Education, the Superintendent of Schools and the community at large. This code incorporates those standards and responsibilities most critical to productive Board, Superintendent and community relations.

1. Board members and the Superintendent ensure the opportunity for high quality education for every student and make the well-being of students the fundamental goal of all decision-making and actions.

2. Board members and the Superintendent are staunch advocates of high quality free public education for all Connecticut children and will work together to help create public schools which meet the individual educational needs of all children regardless of their ability, race, creed, sex, physical condition or social standing.

3. Board members and the Superintendent honor all national, state and local laws and regulations pertaining to education and public agencies.

4. Board members and the Superintendent will help the community to understand the importance of proper support for public education.

5. Board members and the Superintendent recognize that clear and appropriate communications are key to the successful operation of the school district and that they must ensure that the community remains fully informed on school-related matters. In addition, they will work to help the community to understand the importance of proper support for public education.

6. Board members and the Superintendent will always carry out their respective roles with the highest levels of professionalism, honesty and integrity.

7. The Superintendent and Board members recognize that the Superintendent serves as the Board of Education's agent and will, in that role, faithfully apply the policies and contracts adopted by the Board. Board members recognize that their responsibility is not to "run the schools," but to see that they are well-run through effective policies.

8. Board members adhere to the principle that they shall confine the Board's role to policy-making, planning and appraisal while the Superintendent shall implement the Board's policies.

9. Board members and The Superintendent both recognize that they serve as a part of an educational team with mutual respect, trust, civility and regard for each other's respective roles and responsibilities.

10. Board members and The Superintendent practice and promote ethical behavior in the Boardroom as a model for all district employees. Board members will never use the position on the Board for personal gain.

11. Board members will hold confidential all matters pertaining to the schools that, if disclosed, might needlessly injure individuals or the schools.

12. Board members and The Superintendent consider and decide all issues fairly and without bias.

(cf. 2300 - Code of Ethics for Administrators)

Bylaw adopted by the Board: November 18, 1997
REVISED: January 14, 2020

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Colchester Public Schools

BYLAW 9300

BYLAWS OF THE BOARD

METHODS OF OPERATION

The Colchester Board of Education shall concern itself only with broad questions of policy and not with administrative details. The Board shall rely upon the Superintendent of Schools to recommend policies for adoption and to administer policies enacted by the Board. Such policies shall be broad enough to indicate a line of action to be taken by the Superintendent in meeting a number of problems and jobs. Application of such policies to individual problems and jobs is an administrative function to be performed by the Superintendent.

Bylaw adopted by the Board: November 18, 1997
Revised: January 14, 2020

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Colchester Public Schools

BYLAW 9310

BYLAWS OF THE BOARD

DEVELOPMENT, DISTRIBUTION AND MAINTENANCE OF MANUAL OF POLICIES, REGULATIONS, BYLAWS

Policy Dissemination

The Superintendent of Schools is directed to preserve and make accessible the policies adopted by the Colchester Board of Education and the administrative rules and regulations needed to put them into effect.

The Superintendent shall establish and maintain an orderly plan for making pertinent policies of the Board known to employees and others affected by them.

Manual Maintenance/Updating

The Board of Education shall periodically review and update its policies and bylaws.

Bylaw adopted by the Board: November 18, 1997
Revised: January 14, 2020

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Series 9000
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Bylaws

POLICIES

Introduction

The Colchester Board of Education considers policy development one of its chief functions. Through the development and adoption of written policies, the Board shall exercise its leadership in the operation of the school system. Within the context of current law, the District shall be guided by Board-adopted written policies that are given appropriate distribution and are accessible to staff members, parents, students, and community residents.

Changes in needs, conditions, purposes, and objectives will require revisions, deletions, and additions to the policies of present and future Boards. Policy development is therefore an ongoing process.

Board policies are effective upon Board adoption or at a future date designated by the Board at the time of adoption.

Adoption and/or Amendment of Board of Education Policies

1. Proposals to amend existing policies or adopt new policies shall be made to the Policy Committee and may be based on one or more of the following:

    a. Suggestions and requests from Board members;

    b. Recommendations from the Superintendent of Schools;

    c. Statutory or legal requirements;

    d. Citizen input.

The Superintendent or designee shall reduce proposals into acceptable written format for further deliberation and/or action by the Policy Committee. The Superintendent, as the policy draft writer for the Board, shall seek the advice of counsel when, in the Superintendent's opinion or the Board's, there may be a question of legality or proper legal procedure in the development of a proposed policy.

2. The Policy Committee shall present a new or amended policy, together with its recommendations, to the entire Board at a regular Board meeting (the “First Meeting”). No action shall be taken at this First Meeting.

3. The Board may act on a proposed new or amended policy at any regular meeting subsequent to the First Meeting, at which time amendments to the policy proposal may also be made. The proposed policy, as amended (if applicable), may be approved at this second meeting if the changes are not a departure from the essence of the policy proposal; if the proposed changes are major, the policy should be brought back for a third review at a subsequent regular Board meeting, with a further recommendation from the Board's policy committee.

4. New or revised policies that are required pursuant to Connecticut General Statutes or State Board of Education Regulations may be brought to the Board by the Superintendent without first being reviewed by the Policy Committee and may be approved at the First Meeting.

Formal adoption of policies and/or amendments of policies shall be recorded in the minutes of the Board meeting. Only those written statements so adopted and recorded shall be regarded as official policies.

Non-Substantive Revisions to Existing Policies

Revisions to existing policies to correct typographical errors and/or other non-substantive matters may be made by the Superintendent without Board approval, provided the Superintendent provides written notification to the Board through the inclusion of a redlined copy in the Information Items section of the Board's Agenda for the following meeting.

Legal Reference: Connecticut General Statutes

10-221 Boards of Education to prescribe rules, policies, and procedures.

ADOPTED: November 18, 1997
REVISED: April 8, 2014
REVISED: January 23, 2018

NSC

Colchester Public Schools

BYLAW 9313

BYLAWS OF THE BOARD

FORMULATION, ADOPTION, AMENDMENT OF ADMINISTRATIVE REGULATIONS

Formulation of Administrative Regulations

The Board of Education shall delegate to the Superintendent of Schools the function of recommending required actions and designating the detailed arrangements under which the schools will be operated. These rules and these detailed arrangements shall constitute the administrative regulations governing the schools.

Adoption of Administrative Regulations

Administrative regulations are effective upon approval of the Superintendent of Schools.

Bylaw adopted by the Board: November 18, 1997
Revised: January 14, 2020

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Colchester Public Schools

BYLAW 9314

BYLAWS OF THE BOARD

SUSPENSION OF POLICIES, BYLAWS, REGULATIONS

Policies and bylaws of the Board of Education shall be subject to suspension for a specified purpose and limited time upon a majority vote of the full membership of the Board, at a meeting in the call for which the proposed suspension has been described in writing or upon a two-thirds vote of the full Board when no written notice has been given.

Bylaw adopted by the Board: November 18, 1997
REVISED: January 14, 2020

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Colchester Public Schools

BYLAW 9320

BYLAWS OF THE BOARD

MEETINGS

Members of the Board of Education act officially only at regular or special meetings of the Board at which a quorum (four members) shall be present. Board members have no authority except at Board meetings or when discharging an assignment made by the Board.

Board decisions are not made outside of Board meetings. Board meetings are held for the purpose of deliberation and group decisions. Outside the Board meeting, a member is a private citizen who cannot properly make any official statement for the Board or make any promise or commitment with respect to his/her own decision in the Board meeting.

(cf. 9020 – Public Statements)
(cf. 9200 – Members)
(cf. 9321 – Time, Place, Notification of Meetings)
(cf. 9322 – Public and Executive Sessions)

Legal Reference: Connecticut General Statutes

1-21 Meetings of government agencies to be public. Recording of votes. Schedule and agenda of meetings to be filed. Notice of special Meetings. Executive Sessions.
1-21f Regular meetings to be held pursuant to regulation, ordinance, or resolution.
1-21h Conduct of meetings.
1-21i Denial of access of public records or meetings. Notice. Appeals.
10-218 Officers. Meetings.

Bylaw adopted by the Board: November 18, 1997
Revised: January 14, 2020

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Bylaws of the Board

Time, Place, Notification for Meetings

Organizational Meeting

The Board of Education shall conduct its organizational meeting at its first meeting following Board elections, and at this meeting Board officers shall be elected – Chairperson, Vice-Chairperson and Secretary. The organizational meeting shall be called to order by the Superintendent of Schools who will preside until a new Chairperson is chosen by a majority vote of the Board.

Election of officers and the vote of each member shall be made available for public inspection within forty-eight hours and recorded in the minutes of the meeting.

Upon his/her election the Chairperson shall assume the chair and proceed with the election of the Board Vice Chairman and Secretary.

Vacant Office Position(s)

If the position of Chairperson, Vice Chairperson or Secretary becomes vacant between organizational meetings, the Board of Education member to fill the position shall be elected by the Board at its next regular meeting.

Regular Meetings

The Board of Education will meet the second Tuesday of each month unless otherwise ordered by the Board.

The Board of Education shall file, not later than December 1st of each year, with the Town Clerk, a schedule of all the regular meetings of the Board of Education for the ensuing year. No regular meeting shall be held sooner than thirty (30) days after such filing.

All regular meetings shall be open to the public and the press. Changes of regular meetings from posted dates shall be filed with the Town Clerk and publicized in accordance with requirements of the Freedom of Information Commission. Only items on the regular meeting agenda may be taken up by the Board unless a two-thirds vote of the Board approves additions to a regular meeting agenda.

Special Meetings

Special meetings shall be called by the Board Chairperson whenever he/she deems it necessary, or upon written request of one-third of the members of the Board. The notice of such meeting shall state the special matter or matters to be considered. At such meetings only the business for which the meeting was called shall be in order.

Notice of all special meetings of the Board of Education and changes in the schedule previously filed shall be given to the Town clerk not less than twenty-four (24) hours prior to the time of such

Bylaws of the Board

Time, Place, Notification for Meetings

Special Meetings – continued

meeting; however, in case of emergency, the twenty-four hour notice may be waived. In the event of such emergency meeting, a copy of the minutes of such emergency meeting shall be filed with the Town Clerk not later than seventy-two (72) hours following the meeting. The special meeting shall also be posted on the District's website.
In determining the time a notice must be filed, Saturdays, Sundays, legal holiday, and any other day when the Town Clerk's office is closed shall be excluded.

Only business identified on the published agenda of a special meeting shall be discussed or transacted by the Board at such special meeting.

Adjourned Meetings

The Board may adjourn any regular or special meeting to a time and place specified in the order of adjournment by vote of a majority of the members in attendance at the meeting. A copy of the order of adjournment shall be posted within twenty—four (24) hours of the adjournment on or near the door of the place where the meeting was held.

(cf. 9322) – Public and Executive Sessions

Notice of Meetings

The agenda for each regular and special meeting shall be posted in the office of the Town Clerk and the office of the Colchester Public Schools located in the Town Hall at least twenty-four (24) hours prior to the meeting. The agenda of emergency meetings shall be posted in said location as far prior to the meetings as is practical.

Meeting agendas will be posted on the district website (www.colchesterct.org) and mailed to persons filing a written request renewable in January of each year. The Board of Education may charge a fee for these mailed notices based upon cost of the service, as provided by law and policy.

Legal Reference: Connecticut General Statutes

1-18a Definitions
1-21 Meetings of government agencies to be public. Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meetings. Executive sessions.
1-21c Mailing of notice of meetings to persons filing written request
1-21d Adjournment of meetings. Notice
1-21e Continued hearings. Notice
1-21f Regular meetings to be held pursuant to regulation, ordinance or resolution

Bylaws of the Board

Time, Place, Notification for Meetings

Legal Reference: Connecticut General Statutes - continued

1-21i Denial of access of public records or meetings. Notice. Appeals
10-218 Officers. Meetings

Bylaw adopted: November 18, 1997
Bylaw revision: April 13, 2010
Bylaw revision: May 10, 2011
Bylaw revision: July 12, 2011

Colchester Public Schools
Colchester, CT

Colchester Public Schools

BYLAW 9321.1

BYLAWS OF THE BOARD

BOARD OF EDUCATION WORK SESSIONS

The Board may schedule special meetings for the purpose of conducting work sessions to provide its members with opportunities for planning and thoughtful discussion. Topics for discussion and study will be announced consistent with special meeting notification. Work sessions will be conducted in accordance with the state law on public meetings.

Legal Reference: Connecticut General Statutes

1-21 Meetings of government agencies to be public
1-21c Mailing of notice of meetings to persons filing written request.
1-21d Adjournment of meetings. Notice
1-21e Continued hearings. Notice
1-21f Regular meetings to be held pursuant to regulation, ordinance or resolution.
1-21i Denial of access to public records or meetings.
10-218 Officers. Meetings.

Bylaw adopted by the Board: November 18, 1997
Revised: January 14, 2020

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Series 9000
Bylaws of the Board
 # 9322

PUBLIC AND EXECUTIVE SESSIONS

Public Meetings

All meetings of the Board of Education shall be open to the public with the exception of executive sessions. (cf. 9320 - Meetings)

Executive Sessions

The public may be excluded from meetings of the Board of Education which are declared to be executive sessions. Executive sessions may be held upon a two-thirds vote of the members present and voting taken in the public portion of the meeting and shall be held for only one or more of the following reasons, which shall be stated in the motion, and may not be held for any other reason:

1. Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee, unless such individual request such discussion be held at an open meeting.

2. Strategy and negotiations with respect to pending claims and litigation.

3. Matters concerning security strategy or the deployment of security personnel, or devices affecting public security.

4. Discussion of the selection of a site or the lease, sale or purchase of real estate by a political subdivision of the state when publicity regarding such site, lease, sale, purchase or construction would cause a likelihood of increased price until such time as all of the property has been acquired or all proceedings or transactions concerning same have been terminated or abandoned.

5. Discussion of any matter which would result in the disclosure of public records or the information contained therein described in subsection (b) of section 1-19 of the Connecticut General Statutes.

Non-Meeting for the Purpose of Collective Bargaining

Collective bargaining is excluded from the definition of a "meeting" under The Freedom of Information Act. Consequently, collective bargaining sessions are not held in an executive session, but rather are held outside the scope of the Freedom of Information Act, as a "non-meeting." Current legal interpretation is that all collective bargaining matters, whether negotiations,

grievance hearings, or binding arbitration proceedings can properly be considered to fall outside the scope of The Freedom of Information Act. Moreover, the FOIA does permit executive session discussion of documents related to "strategy or negotiations related to collective bargaining."

Legal Reference: Connecticut General Statutes

- 1-18a Definitions.
- 1-19 Access to public records.
- 1-21 Meetings of government agencies to be public.
- 1-21a Recording, broadcasting or photographing meetings.
- 1-21i Denial of access to public records or meetings.
- 1-21g Executive sessions.

Bylaw adopted by the Board: November 18, 1997
Bylaw Revision: February 14, 2017

Colchester Public Schools

9323

BYLAWS OF THE BOARD

AGENDA CONSTRUCTION/MEETING MATERIALS

The Superintendent of Schools shall prepare all agendas and supportive materials for meetings of the Board. In doing so, the Superintendent shall consult with the Board Chairperson and appropriate members of the administrative staff. Any Board member who wishes to have an item included on the agenda shall notify the Board Chairman in sufficient time for the Superintendent to review the request with the Board Chairperson for his or her decision on agenda placement. The agenda shall provide time for members of the public who wish to speak briefly on an item before the Board.

The agenda and supporting materials shall be distributed to Board members prior to the Board meeting in sufficient time to allow the members to consider the issues carefully. Board members seeking inclusion of agenda items are also encouraged to provide supportive and explanatory material.

Agendas shall also be made available to the press, representatives of the community, staff, town agency representatives, school administrators, and to others upon request. Agendas for regular Board of Education meetings shall be available to the public in the Superintendent of School's office, posted on the District's Internet website, and shall be filed with the Town Clerk, not less than 24 hours in advance of the meeting time. The same requirements shall be met for special meetings of the Board unless called in an emergency with less than 24 hours notice.

(cf. 1120 Public Participation at Board Meetings)
(cf. 1331 Smoke Free Environment)
(cf. 9121 Board Officers)
(cf. 9321 Time, Place, Notification for Meetings)
(cf. 9324 Meeting Conduct & Parliamentary Procedures)
(cf. 9325.1 Quorum)
(cf. 9325.2 Order of Business)
(cf. 9326 Minutes)

Legal Reference: Connecticut General Statutes

1-225 Meetings of government agencies to be public. Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meetings. Executive sessions. (subsection (a) re agenda), (as amended by June 11 Special Session, PA 08-3)

Bylaw adopted: November 18, 1997
Bylaw revision: July 12, 2011
Bylaw revision: June 21, 2021

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Colchester Public Schools

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BYLAWS OF THE BOARD

MEETING CONDUCT

1. Meeting Conduct
    A. Meetings of the Board of Education shall be conducted by the Chairperson in a manner consistent with the provisions of the Freedom of Information Act and the adopted bylaws of the Board.
    B. All Board meetings shall commence at, or as close as practicable to, the stated Time, provided there is a quorum.
    C. All regular and special Board meetings shall be guided by an agenda which will have been prepared and delivered in advance to all Board members and other designated persons.
    D. The Board of Education may recess any regular or special meeting to a specified time and place.
    E. Protocol for meetings of the Board of Education follows parliamentary rules and procedures as outlined by Robert's Rules of Order.

2. Procedures for Electronic Participation
    A. Board members may participate in meetings electronically (e.g., conference call, video conferencing, etc.) under the conditions set forth herein. When such conditions are met, any Board member participating telephonically shall be counted for the purpose of constituting a quorum. Conditions for participation are as follows:
        1. Any Board member participating electronically must identify themselves during roll call and again prior to their first comments or questions. Board members are encouraged to identify themselves prior to subsequent comments or questions. Board members shall also identify themselves as part of any Board voting.
        2. Any physical or demonstrable material that is used in the course of the proceedings must be present in the place where the public is located; and
        3. All those in attendance at the meeting, at whatever location, must be able to hear and identify all participants in the proceeding, including

their individual remarks and votes.

B. When a Board member is participating in a meeting electronically, the Chairperson shall take the necessary steps to ensure that a Board member participating telephonically has adequate opportunity to express himself/herself in Board discussion, including the opportunity to take the floor and make motions.

3. Citizens' Comments

A. The Board may permit any individual or group to address the Board concerning any subject that lies within its jurisdiction during the portion of any Board meetings so designated for such purpose. Citizens' Comments shall be subject to the following guidelines:

1. Three (3) minutes will be allotted to each speaker on each subject matter, and a maximum of fifteen (15) minutes will be allotted to each subject matter. The Board may decide by a majority vote to extend the 15 minutes of time allotted to each subject matter, but in no event shall the total time allotted to each subject matter exceed 30 minutes. The 3 minutes of time allotted to each speaker cannot be extended. Time not used by a speaker cannot be retained for later use by that speaker and cannot be allotted to another speaker. Speakers may provide written testimony or handouts to the Board, which will become part of the public meeting record. Speakers are not permitted to make presentations to the Board using PowerPoint, overhead projectors, or other electronic/digital programs.
2. A Board of Education member shall be appointed by the Chairperson to act as timekeeper for the meeting, if deemed necessary by the Chairperson.
3. All speakers must identify themselves by name and address.
4. The Board will not respond to comments made during Citizens' Comments, with the exception that the Chairperson only may respond if, in the discretion of the Chairperson, such comments require an immediate response.
5. The Board may not limit the subject of a citizen's comments, except that formal charges or formal complaints must be initiated in writing only in accordance with Policy 1312P General Complaint Procedures. Reasonable standards for decorum are expected.
6. No inappropriate or disrespectful conduct or personal attacks shall be

permitted at any Board of Education meeting. Persistence in such conduct shall be grounds for summary termination, by the Chairperson, of that person's privilege of address. The Chairperson may also ask such person to leave the meeting.

7. If a meeting of the Board of Education is interrupted by disturbances or inappropriate or disrespectful conduct and order cannot be restored, the Chairperson may order the room cleared and then continue with the meeting. Members of the press and members of the public not participating in such disturbance and/or not participating in such inappropriate or disrespectful conduct may be allowed to remain.

4. Actions by the Board

No action will be taken at a special meeting unless the subject acted upon was listed in the agenda published for that meeting. Additions may be made to the agenda at a regular meeting for which action may be considered.

All motions and each member's vote taken by the Board shall be identified clearly in minutes of the Board meeting as provided in Bylaw 9326: Minutes.

Legal Reference: Connecticut General Statutes

18-a Definitions. 1-19 Access to public records. 1-21 Meetings of government agencies to be public. 1-21a Recording, broadcasting or photographing meetings. 1-21d Adjournment of meetings. 1-21g Executive sessions. 1-21h Conduct of meetings. 1-21i Denial of access to public records or meetings. 10-224 Duties of the secretary.

Bylaw adopted by the Board: November 18, 1997
Bylaw revision: January 8, 2013
Bylaw revision: August 12, 2014
Bylaw revision: August 10, 2021

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Colchester Public Schools

BYLAW 9325.1

BYLAWS OF THE BOARD

QUORUM

A majority of the members of the Board of Education (four members) shall constitute a quorum for the transaction of business.

Bylaw adopted by the Board: November 18, 1997
Revised: January 14, 2020

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

9325.2

BYLAWS OF THE BOARD

ORDER OF BUSINESS BYLAW

The order of business at all regular meetings shall be as follows unless the Board of Education shall, by majority vote, otherwise direct:

1. Call to Order and Pledge of Allegiance.
2. Additions to the Agenda.
3. Report from the Superintendent.
4. Public Comment.
5. Priority Discussion/Action Items.
6. Continued Discussion/Action Items.
7. Consent Agenda.
8. Reports from Board Committees.
9. Reports from Board Liaisons.
10. Board Announcements and Information Items.
11. Public Comment on New Issues Raised or Subjects Developed.
12. Adjournment.

Legal Reference: Connecticut General Statutes

1-21h Conduct of meetings.

Adopted: November 18, 1997
Revised: September 13, 2016
2nd Revision: December 11, 2018

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Colchester Public Schools

BYLAW 9325.3

BYLAWS OF THE BOARD

PARLIAMENTARY PROCEDURE

Unless otherwise provided in the bylaws of the Board of Education, the Board shall conduct all its meetings in accord with Robert's Rules of Order, Newly Revised.

Bylaw adopted by the Board: November 18, 1997
Revised: January 14, 2020

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Bylaws of the Board

Minutes/Taping/Broadcasting

All formal actions, motions, and each member's vote of the Board of Education shall be recorded in the minute book of the Board located in the Town Clerk's office. The minute book shall be kept on file as a permanent official record of all Board action and shall be open to public inspection at all reasonable times. The office of the Town Clerk and the Colchester Public Schools office shall each maintain a record of the minutes.

Any public meeting of the Board of Education may be photographed, broadcast, or recorded for broadcast.

Board minutes shall be available in unapproved form, within seven (7) days of a Board meeting excluding Saturdays, Sundays, and legal holidays; a written record of Board votes shall be available for public inspection in the Town Clerk's office within 48 hours of a Board meeting excluding Saturdays, Sundays, and legal holidays in accordance with the Freedom of Information Act. In determining the time herein, any day on which the Board office is closed shall also be excluded.

Copies of the minutes of a meeting shall be sent to all members of the Board before the meeting at which they are to be approved. Permanent minutes shall be signed by the Board Clerk.

Legal Reference: Connecticut General Statutes

1-15 Application for copies of public records. Certified copies. Fees.
1-19 Access to public records. Exempt records 1-21 Meetings of government agencies to be public....(re access to minutes).
1-21a Recording, broadcasting or photographing meetings.
1-21i Denial of access of public records or meetings. Notice. Appeals.
1-210 Access to public records. Exempt records.
1-225 Meetings of government agencies as amended by June 11 Special Session, PA 08-3 and PA 10-171.
10-224 Duties of the secretary.

Robert's Rules of Order Newly Revised

Bylaw adopted: November 18, 1997
Bylaw revision: July 12, 2011

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Bylaw
9330

BOARD/SCHOOL DISTRICT RECORDS AND DOCUMENTS FOIA BYLAW

The Board of Education recognizes that an informed community is vital to the Colchester Public Schools.

In accordance with the Connecticut Freedom of Information Act (FOIA), Connecticut General Statute Section 1-200 et seq., members of the public are entitled to inspect public records and documents (except those exempt from public disclosure) promptly during regular business hours. Members of the public are also entitled to receive copies of such records promptly upon request. The FOIA provides that the Board may charge members of the public $.50 per page for such copies, and that the Board may require advance payment when such authorized charges exceed $10.00.

An individual may use a "hand-held" scanner* to copy a public record. The Board establishes a fee structure not to exceed twenty dollars ($20) for an individual to pay each time the individual copies records at the Board offices with a hand held scanner.

*A hand-held scanner is defined by C.G.S. 1-212(g) as a battery-operated electronic scanning device the use of which (1) leaves no mark or impression on the public record, and (2) does not unreasonably interfere with the operation of the public agency.
The Board considers the use of a "Smartphone" as analogous to a hand-held scanner and therefore, subject to a twenty dollar ($20) flat fee.

Legal Reference: Connecticut Freedom of Information Act (FOIA), Connecticut General Statute Section 1-200 et seq., Section 1-212(d), Section 1-210(b)

ADOPTED: November 18, 1997
REVISED: November 14, 2006
REVISED: April 10, 2018

9360

BYLAWS OF THE BOARD

SCHOOL BOARD LEGISLATIVE PROGRAM

The Colchester School District operates within a complex framework of federal, state and local laws and regulations. To be effective, the Board and its members must maintain an awareness of this framework and, when appropriate, provide input into the legislative and regulatory processes.

Board members shall maintain an awareness of current and proposed federal, state and local laws and regulations through whatever means each member deems appropriate, including review of periodicals, publications, and other informational materials, attendance at legislative hearings, or participation in conferences and workshops. Board members may provide input and commentary to appropriate authorities on any legislative and regulatory matter, provided each such member indicates that the input or commentary is being provided as an individual Board member and not as the position of the Board of Education.

The Board of Education may, by a motion approved by a majority of its members at a regular or special meeting, adopt a District-wide position on any legislative or regulatory matter. Once adopted, the Board Chairperson shall make such position known to all authorities and officials having jurisdiction on such matters and, when appropriate, shall publicize such position in the community. Only the Board Chairperson, or his or her designee, is authorized to provide written or oral testimony on the District's position in any public meeting or proceeding.

The Superintendent of Schools, as agent of the Board of Education, may provide written or oral testimony on any District-wide position adopted in accordance with this policy. In the event the Board has not adopted a District-wide position on a particular issue, the Superintendent of Schools shall make clear that any opinion he/she may express on such issue, in whatever forum, is a personal opinion and not that of the Board and/or the District.

Bylaw adopted: November 18, 1997
Bylaw revision: May 8, 2012
Bylaw revision: June 21, 2021

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Colchester Public Schools

BYLAW 9401

BYLAWS OF THE BOARD

POLICY REVIEW

The Board shall periodically evaluate the policies it has formulated. It shall evaluate how the policies have been carried out by the district employees. It shall rely on the district employees, parents, students, and the community to provide evidence of the effectiveness of the policies which it has adopted. The Board shall also make appropriate changes to its policy to reflect changes in state and federal laws and regulations and changes in the attitudes of the Board, staff, parents, students and the community.

Bylaw adopted by the Board: November 18, 1997
Revised: January 14, 2020

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut

Colchester Public Schools

BYLAW 9402

BYLAWS OF THE BOARD

FACILITIES REVIEW

The Board shall review and determine the facilities requirements of the district each year as part of the yearly budget process. If action is needed by the Boards of Finance and Selectman in order to implement the recommendations being made by the Board of Education, then the Board shall also make such recommendations to those Boards.

Bylaw adopted by the Board: November 18, 1997
Revised: February 11, 2020

COLCHESTER PUBLIC SCHOOLS
Colchester, Connecticut